NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the
HUMAN RESOURCES DEPARTMENT on:
MONDAY - FRIDAY
9:00 A.M. - 4:00 P.M.
After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	EEO Coordinator
DEPARTMENT:	EOE
SALARY:	$64,291.00 Annually
BEGINNING DATE:	December 23, 2003
CLOSING DATE:	open until filled

MINIMUM QUALIFICATIONS:

BA/BS degree in related field. 5-8 years work related experience in business administration, public administration or other related occupational field. Knowledge of state and federal Equal Opportunity Employment Laws.   Knowledge of the principles human resources management, employee relations and public administration Knowledge of relevant local codes and ordinances. Knowledge of interviewing techniques and investigating techniques. Skill in oral and written communication. Ability to gather, and analyze data, reach conclusions and make appropriate recommendations. Skill in updating and maintaining computer hardware and software. Travel from office to other locations may be required on a regular basis.

MAJOR DUTIES:

Receives and reviews allegations of unfair employment practices and make appropriate recommendations. Conducts confidential investigations and prepares investigative reports and corrective action to the Commission. Conduct training classes in the areas of racial, sexual harassment, cultural diversity etc. Serve as a mediator between employees and management to resolve conflicts. Present quarterly reports to Commission. Monitor hiring, promotion, termination of government employees. Provide assistance in complying with Equal Opportunity guidelines to applicable departments.

ROOM 601 MUNICIPAL BUILDING
AUGUSTA, GA 30911
(706) 821-2306 We are an equal opportunity employer.
We do not discriminate on the basis of race, religion,
color, sex, age national origin, or disability.